

1971 Population & Housing Census
Instructions to General Enumerators

Part One

GENERAL INSTRUCTIONS

SECTION A - GENERAL

1. Period of the Census

The first stage of this Census, namely, the listing and numbering of housing units, living quarters other than housing units/ and non-housing units is now completed. The other stages are the following :-

- (a) The Preliminary Census which will start on June, 1971, and go on for ten days.
- (b) The Final Census which will be taken between 6. p.m. and 12 midnight on July, 1971.

As an Enumerator you will be responsible for the completeness and accuracy of the Census, within the area assigned to you, in accordance with the instructions contained in this Instruction Pamphlet. Although you will be paid an honorarium for your work as an enumerator you are requested look upon the work more as a contribution to the development of the country. Accurate data about the population is required for planning the country's development and you are engaged in gathering this data. So please do your best to ensure that the data is as complete and as accurate as possible.

2. Your Act of Appointment as an Enumerator

You will be issued an Act of Appointment as an Enumerator, signed by the Commissioner of Census of the District or Town in which you will be working as an Enumerator. All your duties in connection with the Census are to be performed under the direction and control of the Commissioner, or the Chief Supervisor or Supervisors appointed by him. You

3. Your Supervisor

You will work under the immediate direction and control of a Supervisor of Census from whom you will receive the necessary instructions in regard to all Census matters. If you meet with any difficulties or problems during the course of your work as an enumerator, please consult him freely.

4. Take your Oath or Affirmation of Secrecy

Before you start your work as an enumerator, you should take an oath or make an affirmation of secrecy on the prescribed form. Your Supervisor has authority to administer to you the required oath or affirmation. After taking the oath or signing the affirmation you cannot, without sufficient cause, neglect or refuse to perform your duties.

5. Census information is confidential

You are forbidden by the law to divulge to any person, other than a "Census Officer", any information entered in a Census Schedule or any information obtained by you at this Census. You are also not permitted to show the entries made by you in the schedules to any unauthorized persons or to retain copies of them. Even members of your family must not be allowed to have access to the completed schedules. ~~IF AFTER the enumeration is completed, you are asked by any unauthorized person what the population of your area is or any similar question, please reply that you are forbidden by law to disclose such information.~~ Please take special care to see that the particulars already entered in the schedule in regard to one housing unit are not read by the members of the housing units subsequently visited. If at the close of the enumeration, you are asked what is the population of your area, or any part thereof, reply that you are forbidden by law to answer. All such requests, whether from newspapers, local officials, or individuals are to be referred to the Superintendent of Census.

6. Your rights as an Enumerator

Under the provisions of the Census Ordinance you have the right of admission, at all reasonable times, to any land or building within the area

enable you to enter or verify the required particulars on the Census Schedules. If your authority is questioned, please show your Act of Appointment

7. Enumeration technique

Your success as an enumerator will to a great extent depend on the manner in which you carry out your interviews. A friendly and courteous approach on your part will go a long way in minimising and overcoming any reluctance on the part of the public. Please take special care to be always courteous and tactful. Under no circumstances should you lose your temper or indulge in arguments or threats. Do not mention or emphasize the compulsory aspects of the Census unless it is absolutely necessary. As a person would not like to give confidential information in the presence of outsiders, please see that no neighbours or outsiders are present at the time you question a person.

8. How to deal with refusals

If any person does not wish to answer a question put by you, please explain to him courteously that all enumerators and other "Census Officers" are sworn to secrecy, and that under the law the information given has to be kept strictly confidential. It will be used for statistical purposes only and will not be used in any way that will harm his interests. If even this does not persuade him to give you the required information, you may inform him that a refusal to give the required information is an offence under section 21 (2) of the Census Ordinance, the punishment for which may be a fine of Rs.1000/-or imprisonment up to one month or both.

If the person still refuses to give the information, please enter in the proper column or space on the schedule the words "refused to answer" and report the facts to your Supervisor.

9. Some things you should NOT do

- (a) You must not delegate any of your work as an enumerator to any other person
- (b) As your work is of a confidential nature, you must not permit anyone to assist you in your work as an enumerator, except duly

(c) You must not omit any building, or resident in your area (other than those expressly excluded from your jurisdiction by direction of your Supervisors or higher Census authority). You are also forbidden to enter upon a Census Schedule the name of any fictitious person, or of any person not entitled to be enumerated in your area; or to make any fictitious or untruthful statement concerning any person enumerated. You are subject to penalties for wilful falsification of returns.

10. Your area for the Census Enumeration

For the census enumeration you will be assigned an area called a Census Block. A Census Block consists of a group of housing units, living quarters other than housing units and non-housing units which have already being numbered and listed on a Form called the "Pre-listing Form:- List of housing units, living quarters other than housing units and non-housing units". This pre-listing form will be given to you before you start work. These terms are defined in the next paragraph.

11. Some Important Definitions

(i) Housing unit

For the purpose of this Census a housing unit has been defined as a place of residence :-

(a) which is separate from other places of residence, i.e.,

where there are walls or partitions separating it so that the persons occupying it can live separately from other persons in the building or in the locality; and

(b) Which has independent access, i.e. it has a separate entrance so that the occupants can enter and leave without passing through anybody else's living quarters.

(ii) Living quarters other than housing unit

This is a building or a group of buildings where a number of persons, generally not related to each other, reside under the

(iii) Non-housing units

Every building or part of a building which is not a place of residence and does not form part of a housing unit is regarded as a non-housing unit.

12. The Pre-listing form

The Pre-listing form for your Census block will be your guide both during the Preliminary Census and at the Final Census. As no other copy of this list has been made, please keep the list carefully. If you lose it, you will have to prepare a fresh list. The housing units, living quarters other than housing units and non-housing units^{are} indicated in column 6 by the following code letters :-

Housing unit	X
Living quarters other than housing units	I
Non-housing unit	O

The housing units, living quarters other than housing units and non-housing units have all been assigned Census numbers which are given in column 2 of the Pre-listing form. These numbers have also been affixed to the respective units in a conspicuous place for easy identification.

13. Preliminary rounds of Inspection

Before commencing the enumeration you should go round your Census Block to make yourself thoroughly familiar with the area you have to cover. The housing and non-housing units have been listed and numbered in a carefully thought out sequence in order to make it convenient for an enumerator to go round the block. If, during your round, you find that any building has been omitted or any new building has been erected, you should insert the relevant particulars of the housing units or non-housing units concerned at the end of the list, assign suitable numbers to them and also affix numbered labels on them. For example - if you find two housing units omitted between Nos. 19 & 20 on the list, the omitted housing units may be assigned numbers 19A and 19B. Also make a note "see end for 19A and 19B" in the left hand margin of the list between Nos. 19 and 20. If the numbered label affixed to a building unit is obliterated or no longer there, please re-write the

14. Sampling scheme and type of schedules to be used

While most of the information on population will be collected from the entire population certain additional information on place of birth, usual residence, fertility and marriage will be collected from the population in 10 % of the Census Blocks, which are designated sample Census Blocks. In these sample Census Blocks the Population Schedule (Special) will be used. In all other areas the Population Schedule (General) will be used.

The information on housing will be collected in all Census Blocks in urban areas but in only 10% of the Blocks i.e. in the Sample Census Blocks in Rural areas.

The schedules to be used are thus :-

- (1) The Population Schedule (General) which contains the questions to be asked from the entire population.
- (2) The Population Schedule (Special) which contains the question on the General Schedule as well as the additional questions to be asked on a sample basis in 10% of the blocks only i.e. the Sample Blocks.
- (3) The Housing Schedule - which contains the questions on housing. The housing schedule will be completed in all urban areas, but in only the Sample Blocks in rural areas.

Each Enumerator would be informed by the Supervisor as to whether his Census Block is a sample block or not and the particular types of schedules that should be filled in for his Census block. Each enumerator should make quite sure that he understands what schedules are to be filled in for his block before commencing work.

SECTION B - THE PRELIMINARY CENSUS

15. Preliminary Census

The enumeration for the Preliminary Census will start on 1971, and be completed within ten days. You should make every effort to complete the enumeration within this period.

Every housing unit, living quarters other than housing unit and non-housing unit in your Census Block should be personally visited by you for this enumeration. The Pre-listing Form has been prepared for your guidance and convenience, and it is recommended that you start with the first unit in your list and visit the others in the order in which they appear in the list.

The object of your visit to each unit will be to obtain and record in the Population Schedules (General or Special) the particulars of information required in respect of the inmates of such units and in the Housing Schedules the information required in respect of the housing unit or living quarters other than housing unit. More than one visit may be necessary to obtain the required information.

However in the case of those units against which a tick (✓) followed by the letter S, T or E has been entered in Column 11 of the Pre-listing form you may issue to the chief occupant or the person in charge of the unit one or more Population Schedules in the appropriate language as explained in para 18 below.

16. Whom to include on the Population Schedule at the Preliminary Census

At the Preliminary Census only such persons as are likely to reside in a particular unit on the night of July 1971, should be enumerated. Since it is advisable to get information, where possible, direct from the persons enumerated, the enumerator should arrange to visit buildings when all or most of their inmates are likely to be within, say between 6 a.m. and 9 a.m. and between 6. p.m. and 9. p.m. but he is not, of course, precluded from visiting them at any other reasonable time.

There may be a certain number of persons who are absent from their usual place of residence at the time of the enumerator's visit, but who are likely to be there on the night of July 1971. These persons must be included and enumerated at their usual place of residence, the facts regarding them being obtained from their families, relatives, acquaintances or other persons able to give this information. Thus, if a member of any household is temporarily away from home on a visit, or travelling for

pleasure, or temporarily in hospital such absent person should be enumerated

Absent persons - In the great majority of cases it is more than likely that the names of these absent members of the household will not be given by the person furnishing the information unless particular attention is called to them. Before finishing the enumeration of a household the enumerator should, therefore, specifically ask the question as to whether there are any such absent members as described above.

Visitors - There are likely to be, on the other hand a certain number of persons present in a building at the time of the enumerator's visit who do not have their home or usual place of abode there. These persons should NOT be enumerated or included with the members of the household unless they are likely to be present in the unit on the final census night of July 1971.

Persons to be included in Schedule

All persons who usually live in this household should be included. "Usually live" means those who live or are going to live in this household for 3 months or more.

Special attention should be paid to the following :-

- (a) Persons temporarily away from home for a period of less than 3 months due to business, pilgrimage, travel etc. should be reported in the household schedules at their homes.
- (b) Students living in school boardings should be reported at the boarding schools and not at their homes.
- (c) Patients in hospitals, if they have been there for more than 3 months, should be reported at the hospital. If for a short period of less than 3 months they should be reported at their homes.
- (d) Employees and servants should be included with the household if living and sleeping in the household premises. If sleeping elsewhere, include at that place.
- (e) Boarders and lodgers should be included in the household

- (f) Residents of army camps should be reported at the camps or barracks where they live.
- (g) Prisoners and persons in detention homes should be reported at these institutions.
- (h) Nurses living and sleeping in hospital quarters should be reported at the hospital.
- (i) Crews of ships and sailing vessels should be reported at their homes.
- (j) Gypsies and vagrants, etc. should be reported at the place where they are staying or are found at the time of the Census.

17. Visits to non-housing units

As explained earlier a non-housing unit is not a place of residence and it is unlikely that any person or persons reside there. But since the Pre-listing form was prepared a few months ago it is possible that someone may now be residing in a unit listed earlier as non-housing unit. You should therefore make it a point to visit each non-housing unit as well to find out whether there are any persons now residing there. If any person is now residing there (not merely staying there temporarily), you should treat it as a housing unit or living quarters other than housing unit as the case may be and enumerate the person in accordance with the instructions contained in para 16 above. Also please make a note in the Remarks column of the Pre-listing form against the non-housing unit concerned, that it is now a housing unit or a living quarters other than housing unit.

Although there may be no persons residing in the non-housing units, you may, at the time of your visit during the Preliminary Census, find some persons present there, e.g., watchers, factory workers on night duty, etc. No action need be taken by you at the Preliminary Census in respect of such persons.

18. Issue of Schedule to Housing Units and Living Quarters other than Housing Units whose chief occupants are able to fill in the Population Schedules.

In column 11 of the Pre-listing form you will find a tick (✓) followed by the letter 'S', 'T', or 'E' inserted against some units. This indicates that in these cases the chief occupant or other responsible person is able to fill up the Census Schedules in Sinhala, Tamil or English respectively. In the case of units marked with a tick you should issue to the chief occupant one Instruction leaflet and one or more population schedules in the appropriate language. In most cases it will be sufficient if one Population Schedule is issued, but where the number of occupants in that unit is large, more schedules depending on the number of persons to be entered should be issued. In case a tick is marked against units in Sample Blocks, please issue copies of the housing schedule and the special population schedules too to the head of the unit.

Before handing over a schedule please insert the entries at the top of the schedules such as District, name of village etc. and the Census No. of the unit.

A brief explanation of how the schedule or schedules^{are} to be filled in should also be given to the chief occupant or person-in-charge and he should be requested to have the schedules filled in within four days and have it ready when you call again.

You should, however, make sure before handing over the schedules that the chief occupant, person-in-charge or some other responsible person would really be able to fill up the schedules satisfactorily. If, in your opinion, the chief occupant or any other person does not seem to be one who could fill in the schedules correctly (even though there is a tick in column 11 of the Pre-listing form) you should enumerate the persons in that unit yourself unless it is^a large living quarter other than a housing unit. In such a case you should report the matter to your Supervisor. Further, if the chief occupant is unwilling to accept the schedule and desires that you should enumerate the persons in his unit instead of giving him the schedule, you should enumerate the persons yourself.

19. Collection of schedules from Units

Please re-visit the units to which schedules were handed over to chief occupants as early as possible and collect the completed schedules. These schedules should be carefully scrutinised by you to ensure that the entries made are in accordance with the instructions given in Part II and Part III of this Pamphlet. If you find any entries missing, or any entries that are not clear or specific, please see that the necessary corrections are made.

20. At the end of the Preliminary Census

After all these population schedules have been collected by you these as well as the population schedules ~~should be~~ filled in by you should be arranged in order and serially numbered in the space for schedule number provided on the schedule. The Housing Schedules (if these were filled in for your block) should also be similarly arranged and numbered.

You should then meet your supervisor show him the Population Schedules for his checking and hand over to him the Housing Schedules if any, filled in for your block.

D/-

P A R T 2

HOW TO FILL IN THE POPULATION SCHEDULE

How to make the entries

The questions on the schedule are arranged vertically one below the other. One column should be used for each person and the entries in respect of each such person should be recorded in one vertical column under the persons name.

In most of the cages the possible answers are already printed in the cage meant for the answer and these alternative answers are numbered. It is only necessary for you to circle the number against the appropriate answer. e.g. cage 5 Sex; the word 'male' appears under 1 and 'female' appears under 2. If the person is a male circle number 1 thus (1). If the person is a female circle the number 2 thus (2). Please note in this and all other cages that only one number should be so en-circled.

In some cages in addition to circling a number you are also required to enter some particulars e.g. in cage 10 Citizenship; if the person is a foreign citizen you should circle number 3 and also enter in the space provided the name of the country of which he/she is a citizen.

Cages left blank in the schedule should be completed by writing the required entry e.g. cage 16 relating to Principal Occupation; the occupation must be written in full here in accordance with the instructions.

Please use blue or black ink and circle neatly and write clearly and legibly. Do not be in a hurry and be sure that you know the proper answer and where it should be entered before making the entry so that you may avoid erasures and corrections. Never use ditto marks or any marks to avoid repetition.

The members of each household should be enumerated separately on one or more schedules. There is space on each schedule for entries relating to persons. One schedule should, therefore, generally be sufficient for one household. If, however, there are more than persons in any single household, please continue on another schedule or schedules. If so, when you have

completed one household, then bind together at the top left hand corner all the schedules relating to that particular household. Living quarters other than housing units which are usually group "living quarters" and treated as a single household are likely to need several schedules to record particulars of all persons resident there; examples are schoolboardings, barracks, etc. It is when several schedules are used thus that they should be tied together.

Entries on Top of Schedule

The items on the top of the schedule refer to the location of each Block, and would be the same for all the schedules handled by a single enumerator. Particulars at the top of the schedule under (a) with regard to the District D.R.O. Division, Electorate and Census Block should be entered in every case whether it be rural, urban or estate. (b) particulars relating to G.S. Division, village and village council should be entered in addition for all rural areas including estates whose names should be entered where relevant. (c) As far as M.C., U.C., & T.C areas are concerned all particulars under (a) above and (c) should be recorded.

The enumerator will have no difficulty in completing these particulars as they are already entered at the top of the pre-listing form which serves to guide him on his visits to each house.

Schedule Number

Number serially in the space provided at the top right hand corner of each schedule, starting with No. 1 for the first schedule which you used in your block.

Cage 1: Census No. of housing unit, living quarters other than housing unit or non-housing unit.

This is the rubber marked on the label for census purposes and affixed on each unit. In case the numbered label is no longer there, please ascertain the number by reference to the List of Housing Units Living quarters other than Housing units, and non-housing units. The number

Cage 2: Serial number of person

This should be left blank during the Preliminary Census and should^{be}/numbered serially only after the night of the Final Census. Any cancelled entries should be excluded from the numbering and new entries made on the night of the Final Census should be included. The last ^{serial number} will show the number of persons found in each Census Block on the night of the Final Census.

Cage 3: Name

Enter in this cage the names of all persons residing in the unit commencing with the name of the head of the household (male or female) in the first column of the schedule. One column should be used for each person. In column 2 and the subsequent columns enter the names of all other persons in the household. If there is more than one household in a unit, use a separate schedule for each such household. Be careful to enter the names of all resident servants. A person is considered as residing in a unit if he has his sleeping quarters in that unit. If a child has not been named enter "Not Named". Ge-names need not be entered.

Cage 4: Relationship to Head of Household

In this cage enter the word "Head" for the person who is reported as head of the household or the Chief Occupant. Thereafter for other members of the household write "wife", "Father", "Mother", "Son", "Daughter", "Grand Son", "Servant" etc. according to the particular relationship of each person to the head of the household. If several unrelated persons share house-keeping facilities on a partnership basis, enumerate one of them as "Head" and the others as "Partners".

Cage 5: Sex

Circle 1 for males and 2 for females.

Cage 6: Date of birth and age

person whose exact age on the census date is 17 years 11 months, and 25 days should be entered as 17. Give the exact age and do not report the age in round numbers, like 30 or 40 or "about 45", when that is not the exact age. For infants less than one year enter "0" against 'age', and give year and month of birth below.

Where the year of birth is not known by the person or is doubtful you should make every effort to find out the correct age of the person. The enumerator may do this by asking to see the person's horoscope or birth certificate. Where either of these is not available he may try to deduce the person's age by comparing ages of members of a family whose relative ages may be known or by reference to some important public event, etc., and enter in this cage what appears to you to be the real age of each person.

Cage 7: Marital Status

For each person, whether infant, child or adult circle the appropriate number. A person claiming to be married according to custom or repute, though the marriage has not been registered according to law should be regarded as married by custom and number 3 shall be circled. Divorced persons who have married again should be regarded as "Married" and not as "Divorced". "Legally separated" refers to persons who have been granted a decree of separation by law and not to persons merely living in separation.

Cage 8: Religion

The religion professed by the person should be circled in this cage. In the case of Christians, you should distinguish between Roman Catholics and other Christians. If the person does not belong to any of the religions mentioned or does not have a religion circle No. 6 Other.

Cage 9: Ethnic Group

✓ Indicate the ethnic group of a person by circling the appropriate number. As a general rule the offspring of parents of different ethnic groups will follow the father's group.

Please take care to distinguish between a Kandyan Sinhala and a Low Country Sinhala; a Ceylon Tamil and an Indian Tamil; a Ceylon Moor and an Indian Moor. Persons who do not come within the categories 1 to 8 given here should be regarded as "other" and No. 9 circled for any such

Page 10: Citizenship

A person born of parents belonging to any of the following ethnic groups of Ceylon, namely, Sinhala (Low-country or Kandyan), Ceylon Tamil, Ceylon Moor, Malay, or Burgher would normally, (unless he has become a citizen of some other country), be a citizen of Ceylon by descent. In the case of such persons circle number 1.

A Person may however have acquired Ceylon citizenship by registration, such as Indian Tamils originally coming from India. Please indicate by circling Number 2, only those who have actually been registered as Ceylon citizens. A person who has applied for Ceylon citizenship should not be indicated under number 2. If the enumerator has any doubts he may ask to see the persons' certificate of registration

Persons who are citizens of another country e.g. Canada, India, U.K. etc. should be circled as number 3- Foreign, and the name of the country given below.

Page 11: Literacy - To be filled in for persons 10 years of age and over only.

A person is regarded as literate if he can both read and write with understanding a short statement on every-day life. In this case circle number 1. A person who can read and write only figures and his own name, or a person who can read and write only a memorised phrase should be considered illiterate. If he is not literate circle number 2. This page should be filled in for persons aged 10 and over only.

Page 12: School Attendance

This page should be filled in for persons aged 5 - 24 only.

If during the preceding 3 month period May-July the person was

i.e. attended regular classes. If the person did not attend Circle 2.

Cage 13: Educational attainment

This cage should be filled in for all persons 6 years of age and over. Educational attainment is the highest grade completed within the levels set out below. What is wanted is the highest grade which a person was able to complete at school/college, etc., that is the actual completion of a given grade or level and not merely the fulfilment of minimum requirements for enrolment and attendance. Circle the appropriate number to show what grade or level a person has completed.

1. No Schooling If a person has had no schooling at all circle "1"
2. Elementary: Grades 1 - 8 - Include in this category persons who have passed any of the grades 1-8 in school but not studied further.
- 3 & 4 Secondary or G.C.E. Ordinary Level - Science and Arts - Include in this category only those who have successfully completed up to Grade 10 in schools, i.e. those who have passed the G.C.E. (O.L.) or corresponding examination (e.g. S.S.C., Matriculation etc.) in 5 or more subjects. Those who have passed in Science should be circled 3, and those who have passed in arts should be circled 4.
- 5 & 6 G.C.E. Advanced Level Science and Arts - Include in this category only those who have successfully completed upto Grade 12 and have passed the G.C.E. (A.L.) or similar examination (e.g. H.S.C., G.A.Q., G.S.Q.) in 3 or more subjects. Those who have passed in science should be circled 5, and those who have passed in arts should be circled 6.
7. Junior Technical or Vocational - Include in this category only persons who have completed a Junior Technical education or vocational

8. Senior Technical - Include here, those persons who have completed a course at a recognized Senior Technical school or college.

9. University/Higher Professional/Teacher's Training College

Include here only those who have successfully completed a course at a University or equivalent institution such as teachers' college, higher professional school, or other higher educational institution, and received a degree, diploma etc.

Cage 14: Higher Educational Qualifications

For persons who are circled 9 in cage 13 enter here the title of the degree, diploma or other technical or professional qualifications.

Cage 15: Type of Activity

This cage should be filled in for persons aged 10 years and over only.

In the case of all but those in seasonal employment, the time reference period for this information is the week preceding the preliminary census. In the case of seasonal workers, e.g., paddy cultivators, fishermen who go out fishing only at certain seasons, etc. the reference period would be one week in the last working season. A seasonal worker should have worked on an average of at least 3 hours a day during this working week to qualify as an employed person.

Any person who is employed but is in addition a part-time or full-time student at some educational institution, e.g. attending evening classes, and who was working within the reference period stated above, should be classed as an employed person and not as a student.

Similarly, a housewife who is engaged in home duties but generally works during the cultivation season and has worked on an average of at least 3 hours a day in any one week during the last season, should be counted as an employed person and not as one engaged in home duties.

An income recipient/retired person who keeps himself occupied as well with full or part-time work or in a seasonal occupation should also be entered as a person regularly or seasonally employed if he has worked within one of the reference periods specified above as a regular worker or seasonal worker.

Ask each person 10 years of age and over what he was doing during the week concerned, i.e., working regularly, working seasonally, looking for a job, student, engaged in home duties, etc. Circle the correct number in accordance with his or her activity.

The categories listed in Cage 15 are explained in more detail below.

(1) & (2) - Employed Regular and Employed Seasonal:

Persons who are engaged in any kind of work for pay or for profit should be regarded as employed. Pay or profit would include money wages, salary, commissions, gratuities, piece-rates, or payment in kind. The employed comprise all persons including family workers who worked during the reference period stated above or who had a job in which they had already worked but from which they were temporarily absent because of illness or injury, industrial dispute, vacation or other leave of absence, absence without leave or temporary disorganization of work due to such reasons as bad weather or mechanical break-down, etc.

Persons who are regularly employed or seasonally employed would include -

- (a) Persons who work for salary or wages;
- (b) Persons who practise a profession or do cultivation or business on their own;
- (c) Apprentices if they are in receipt of an allowance;
- (d) Unpaid family workers.

An unpaid family worker is a person who has worked without pay of any kind for at least 3 hours

A wife or child engaged in purely household work is not an unpaid family worker. On the other hand, a wife or child or other relative who helps the head of the family in running a boutique would be an unpaid family worker if the work done has exceeded on the average 3 hours a day during the week preceding the preliminary census.

(2) Employed Seasonal:

This category includes all seasonal workers, e.g. cultivators who work during the cultivation seasons, fishermen who go fishing during the fishing seasons, etc. In every case, to be included as a seasonal worker, the person concerned should have worked on an average at least 3 hours a day during a week in the last season. Please note that this category of persons employed seasonally would include a large number of unpaid family workers as defined above under (d). This is particularly important in the case of seasonal occupations like paddy cultivation, chena cultivation, etc. where family members regularly work without pay of any kind during the relevant seasons. An unpaid family worker who has thus worked on an average of 3 hours a day in a week during the last working season in an undertaking or business carried on by any member of the family should be classed under No.2 - Employed - Seasonal.

Unemployed:

This category consists of all persons who during the reference period stated were not working but who were seeking work for pay or profit. Persons who never worked before but are seeking work for the first time are also included here.

Please note that to be classed as 'Unemployed' a person must satisfy two conditions, namely, (1) he should already be without employment or work; and (2) he should be actually seeking or looking for work.

(4) Student:

All persons who attend any regular educational institution, public or private will fall into this group. Children of school-going age (i.e. up to 16 years of age) who are full-time students at school should be classified as 'student' even though they may also be engaged in some kind of household work in their spare time.

(5) Income recipient/retired

Persons who are not working now, but are in receipt of incomes e.g. pensioners, and persons living on rents, interest or other sources of income without actually working as well as retired persons will fall into this category. Retired persons who receive a pension/income but still do some other work and have worked during the reference period specified above should be classed as "employed" and not as income recipient or retired.

(6) Home duties

Into this group fall persons engaged in household work in their own homes and are not working or not seeking work. Unpaid family workers who come within the definition given earlier for employed persons at (1) and (2) (d) will fall into the category Employed and should be excluded from this category even though they may also be engaged in household work in their own homes. Domestic servants who are paid for their work will fall into the employed category.

(7) Not Seeking Work

In this category will be included persons who are not seeking work and who cannot be included under categories 1 to 6.

(8) Others

This category will include those who are receiving public aid or private support and all other persons not falling into categories 1 to 7 such as children not attending school.

Members of the Army, Navy or Air Forces should be classified as employed.

Priests, Monks, Nuns and other members of the clergy who are engaged in some form of work or employment such as religious activities, teaching, nursing or practicing as physicians and are in receipt of payment in either cash or kind are to be regarded as employed.

Priests or other members of the clergy who are not engaged in some kind of employment or work should be classified according to the activity they are engaged in i.e. "student" if they are engaged in studies, or "income recipient" if in receipt of an income or "other" if living on charity or support of other persons.

Beggars should be classified under "others" and not under "employed". However beggars who are seeking employment and have resorted to begging until they secure employment should be classified under "unemployed".

Cage 16: Principal occupation or kind of work done

This cage must be filled in respect of all persons who are indicated as employed in cage 15 i.e. those circled 1 or 2.

The occupation referred to is the principal occupation, that is that which is regularly followed and brings in the largest income to the earner. When recording the occupation enter the exact occupation. Do not enter such general terms as "Office Worker", "Mechanic", "Labourer", "Merchant", "Planter", "Engineer", "Inspector", "Clerk", etc. An "Office worker" may be a book-keeper, Stenographer, Messenger, etc. A person who calls himself a "Mechanic" may be found on further inquiry to have some more definite occupation, as boiler firemen, steam fitter, or machine-setter. Similarly, an Engineer may be a civil engineer, a mechanical engineer, an chemical engineer, etc. A "Planter" running his own estate should be entered as "Proprietary Planter in tea or rubber", etc. A "Planter" managing or superintending an estate for some one else and being paid a wage or salary should be recorded as "Tea or rubber estate Superintendent"; as the case may be, a "Merchant" should be described more definitely as a "Rice merchant", "Piece goods merchant", "General

- A A person who makes the articles he sells should be entered as
"Maker and seller of baskets, combs", etc.

Cage 17: Kind of Industry, Business or Services

For persons circled 1 or 2 in cage 15 only.

Industry relates to the activity of the establishment in which these persons worked. In other words it refers to the place where a person is employed, or the source from which his income or wages is derived. It is important that the distinction between industry and occupation should be clearly understood. Occupation refers to the type of job or actual work of a person. Thus, engineer, typist, doctor, lawyer, tea plucker, paddy cultivator are representative examples of occupations. Industry, on the other hand, refers to the activity of the establishment in which the person works or the source from which income or wages is derived. Thus, a typist employed in a Motor engineering firm would have as occupation, "Typist" and as industry, "Motor engineering". A typist employed on a tea factory would have occupation "Typist", industry "Tea Factory". It will be seen, that persons having the same occupation may have different industries.

Cage 18: Employment Status

Employment status should be circled only in respect of employed persons i.e., those circled 1 or 2 in cage 15. Such a person would fall into one of the four categories: (1) Employer (2) Employee (3) Worker on own account, and (4) Unpaid family worker.

- (1) An employer is a person who either operates his/her own business or is engaged independently in a profession or trade for profit, and employs in this connection one or more workers other than unpaid family workers or apprentices.
- (2) An employee is a person who works for a public or private employer and receives remuneration for his work in wages, salary, commission, gratuities piece-rates or in kind.

- (3) Worker on own account is a person who operates his own business alone or is engaged independently in a trade or profession for fees or profit, and has no employees in his business other than unpaid family workers.
- (4) Unpaid family worker is a person who has worked without pay of any kind for at least three hours a day during the specified reference week in a business or enterprise operated by any member of the household, excluding housekeeping. All unpaid family workers may receive board and lodging. This should not be considered as payment in kind in their case since it is not dependent purely on the work performed. A wife or child who helps the head of the family in farm work or running a sundry store, boutique, etc., would be regarded as an unpaid family worker if the work done has exceeded, on the average, three hours a day, during the specified reference week. It should be emphasised that there can be unpaid family workers in seasonal occupations e.g. paddy cultivation and chena cultivation etc. An unpaid family worker in a seasonal occupation would be one who has worked without pay of any kind for an average of 3 hours a day during a week in the last season in a business operated by any member of the household excluding house-keeping.

Duration of unemployment

This cage should be filled in for unemployed persons only i.e., persons circled 3 in cage 15. Indicate by circling the appropriate number the period for which the person has been unemployed since he left his last job, or in the case of persons who never had a job before the period during which he has been looking for work.

Cage 20: Means of livelihood

This cage should be filled for all persons.

This is the main source of livelihood or source from which a person has derived his living during the preceding year. Circle the appropriate category. The various categories are explained below.

1. Economic Activity - This refers to income derived from economic activity such as salaries, wages, fees, commissions, income from business, production, cultivation etc.
2. Pensions - This refers to pensions of all kinds whether paid by the state other public bodies, co-operative organisations, private organisations or institutions etc. and includes old-age/retirement pension, Superannuation pensions, survivors pensions, disability and invalidity pensions etc.
3. Benefits and assistance (other than pensions) This refers to any form of assistance provided by the state or public and private bodies, such as scholarships, unemployment and sickness benefits and relief, allowances to inmates of hospitals, homes for the aged, infirm persons, orphans etc.
4. Property or other investments - i.e. income from rents, interests, dividends, royalties, life insurance benefits etc.
5. Support by another person or persons - This will apply in the case of persons who have no income of their own and have to depend on some other person or persons for support e.g. children, students, disabled persons who receive no income or benefits as specified above, women without pensions, property or investment income of their own, and all other persons who are supported for their living by another person or persons.

Cage 21: Income

For persons circled 1 - 4 in cage 20 enter in this cage, both the persons' total income from all sources during (a) the preceeding month (b) the preceeding 6 months.

Questions to be asked on a Sample Basis

Cage 22: Place of Birth

If the person was born in the district in which the enumeration is being carried out Circle number 1. If he was born in another district then circle 2 and write the name of the district in the space provided in the cage.

If he was born outside Ceylon in another Country circle 3 and enter the name of the country in which he was born in the space provided.

Cage 23: Usual Residence

Usual residence is the geographic location i.e. town or village and district, in which the person usually resides and has been residing during the last 12 months or the major part of it.

If during the last 12 months the person has been living in the particular area in which he is being enumerated then the entry in this cage should be "Here". The fact that he may have changed his living quarters from one house to another within the same area makes no difference. The entry should still be "Here".

If a persons's usual residence i.e the area in which he has resided within the last 12 months is different from the one in which he is now being enumerated, then enter the name of the town or village and the District in which he resided before coming to this town or village.

In the case of persons who may have more than one place of residence, i.e. children at boarding school, persons who because of business or other reasons live part of the week/month in one area and return to their homes for the rest of the week/month, please enter

usual residence as the place in which the major part of their time has been spent. For example, a student at boarding school will have as his usual residence the town/village in which the boarding school is situated.

Cage 24: Duration of stay at usual residence.

Indicate here by circling the appropriate number the period of time during which the person has been staying at the usual residence mentioned in Cage 23. The duration of residence will be the number of years the person has lived continuously in any one town or village. Short periods during which the person may have been away for business or holiday or any other reason should not be deducted ^{from} the duration e.g. if a person came to live in a particular place 3 years ago and he had been away on two occasions, each time for a month the duration will be 3 years and not 2 years and 10 months. Similarly for children at boarding schools the periods of holidays should not be deducted in calculating duration of residence.

Cage 25: Previous residence

This cage should be filled in only for persons circled 1-5 in cage 24. State the name of the town or village and the District in which the person resided previously to that of his usual residence entered in cage 23.

Cage 26: Duration of stay at previous residence

Indicate here the number of years the person has resided continuously in the town or village of previous residence stated in cage 25. The instructions for cage 24 relating to the calculation of duration of residence apply here too.

Cage 27: Children

This cage should be filled in only for married, widowed, legally separated or divorced women upto age 50 only. It should not be filled in for unmarried women or for women aged 50 and over. If a married woman has not borne even a single child please enter "0" in the space provided in (a) children born alive.

(a) Children ever born alive refers to all children born alive to the woman (excluding still births i.e. born dead) irrespective of their ages or whether they are now living or dead, and if living no matter where they are living. If the woman has been married more than once, the children of all marriages should be given. Enter the number of children in the space provided. If a woman has borne no children the entry here should be "0".

(b) Number of children now living: Of the number indicated at (a) above the number now living no matter where they are should be entered at (b).

Cage 28: Age at and duration of first marriage

This cage should be entered only for married, widowed, legally separated or divorced women under age 50 only. What are required here are particulars of a woman's first marriage. Or if she has been married only once, particulars of her only marriage.

(a) The age at the time of first marriage (or only marriage if she has been married only once) refers to the age at which the woman first got married. Enter the age in completed years.

(b) Duration of the first marriage (or only marriage) in years: Enter in cage (b) the duration of this first marriage (or only marriage) from the time of marriage to the termination of the marriage (by death of husband or legal separation or divorce) or if the marriage is still in force from the time of marriage to the date of the Census.

If married more than once duration of subsequent marriage/marriages

This cage has to be filled in if the woman has been married more than once. In this case enter the duration of the 2nd marriage in this cage. If the woman has been married more than twice then enter the total duration of the second and all subsequent marriages here.

P A R T I I I

HOW TO FILL IN THE HOUSING SCHEDULE

Introduction

The definitions of Housing Unit and Living Quarters other than housing units are given in para 11 of Part I of these instructions. Please study these carefully.

In Urban areas i.e. within Municipal, Urban and Town Council areas the housing schedule should be filled in for every housing unit or living quarters other than housing units within every Census Block irrespective of whether it is a sample block or not.

In rural areas outside of M.C., U.C. and T.C. the housing schedule should be filled in only in the sample census blocks and not in the other blocks. Within the sample block the housing schedule should be filled in for all housing units and living quarters other than housing units in it.

The entries at the top of the schedule relating to geographical location will be the same as on the Pre-listing form for the Block. In addition you should enter the census number of the unit in the schedule.

Cages 1-7 should be filled in for all units even VACANT UNITS. The housing schedule should not be filled in for non-housing units.

Cage 1 - Description of unit

If the unit is used exclusively as a housing unit circle 1.

If the unit is used as a housing unit as well as for some non-residential purpose such as a shop, household enterprise etc. such that the residential part is not clearly separated from the non-residential part circle 2.

If the unit consists of living quarters other than a housing unit e.g. hotel, boarding house, barracks, hospital etc. circle 3 and specify what it is in the space provided.

Cage 2 - Is the unit occupied or vacant

Cage 3 - Type of structure

the
circle

{Cage 4 - Principal material of outer walls.

{Cage 5 - Principal material of roof

{Cage 6 - Principal material of floor

Circle the appropriate number in each cage after checking the correct material by observation. If the outer walls, roof or floor are constructed of more than one material ascertain the material of the major part of the outer walls, roof or floor and circle the appropriate number to indicate this.

Cage 7 - Year of construction of building in which unit is situated.

Ascertain the year in which the construction of the building in which the unit is situated was completed and circle the appropriate number.

In the case of a vacant unit you may be able to ascertain this information from the neighbours or the G.S.

NOTE: In the case of vacant units cages 8 onwards need not be filled in.

{Cage 8 - Water supply

{Cage 9 - Bathing facilities

{Cage 10 Toilet facilities

{Cage 11 Principal type of lighting

The categories given in the above 4 cages are self-explanatory.

Circle appropriate number in each cage.

Cage 12 Rooms

Enter here the total number of rooms in the unit which are used for living purposes, such as bed-rooms, living rooms, dining rooms, servants' rooms, etc. The following should not be counted as rooms:- verandahs, bath-rooms, closets, pantries, kitchens, storerooms, garages, stables etc., unless any of these has been converted for sleeping/living purposes. Any room used solely for business purposes should also not be counted.

Enter the number of families in the space at the top, the number of family members belonging to each family separately in the space provided below using a separate cage for each family and the number of all "other persons" in the whole unit which ever family they belong to, all together in the space below. These other persons could comprise other relatives of any or all of the families residing in the unit (i.e. if there is more than 1 family), their servants, lodgers etc.

Cage 18 - Number of households in unit

A household is defined as a single person or a group of persons who live together and have common cooking arrangements. A household includes not only members of the family such as father, mother and children but also others who live with such families such as relatives, boarders or servants and share meals with them. A household could be either (a) a one-person, household i.e. where a person makes provision for his food and living without combining with any other person or persons, or (b) a multi-person household i.e. where a group of 2 or more persons make common provision for food and other essentials for living. Such persons ^{who} may be related or unrelated persons or a combination of both. Two or more households could be sharing a housing unit. Enter here the number of households sharing the unit.

SECTION C - FINAL CENSUS

21. Final Census Enumeration

The Final Census Enumeration will be carried out between 6 p.m. and 12 midnight on July, 1971. Your main responsibility during the Final Census Enumeration will be to ensure that every person who is within your Census Block during this period is included in the Census Enumeration. Your duties at this Final Enumeration will be briefly as follows:-

- (a) On the evening of the day before the Final Census you should re-distribute to the housing units and living quarters other than housing unit the Population Schedules that have been earlier filled in by their chief occupants or persons-in-charge. You should also issue them a few Enumeration Passes (vide para 22 for details).
- (b) Starting from 6 p.m. on the Final Census night you should re-visit every unit within your Census Block. You should then collect the schedules distributed by you the previous evening referred to at (a) above, ^{and} / in doing so check whether all persons present have been enumerated paying special attention to new arrivals and subsequent births. ^{In all} / other cases you should check up whether the persons enumerated by you on the Population Schedules at the Preliminary Census are actually present there at the time of your visit. You ^{should} / strike out the entries relating to all persons absent at the Final Census or since dead, by drawing a line diagonally across the columns. You should also take down particulars of any additional persons who may be there (Vide para 23 for details) Include also all particulars of any new births here.
- (c) YOU SHOULD ALSO VISIT ALL THE NON-HOUSING UNITS WITHIN YOUR CENSUS BLOCK AND TAKE DOWN PARTICULARS OF ALL PERSONS WHO MAY BE THERE. It is very important that every person who may be in a non-housing unit on the Final Census night is enumerated (vide

- (d) You should also enumerate any person you meet out of doors who has no Enumeration Pass, and any persons in temporary huts or buildings which may have been erected after the Preliminary Census (vide para 25).
- (e) All vagrants, beggars etc. with no abode, gypsies etc. should be included the places where they are found.
- (f) You should also take care that you yourself are enumerated on the Final Census night. If you are a resident within your own Census Block, no difficulty will arise. If you are resident outside your Census Block, you should enumerate yourself on the "Final Census" Population Schedule before you start on your rounds on the Final Census night.

All persons found out of doors and enumerated by you on the Final Census night, irrespective of where they are found, should be enumerated on a separate Population Schedule on which you should write the words "FINAL CENSUS" in block letters at the top right hand corner. If your block is a sample census block then the Population Schedule(special) too must be filled in for all additional persons including persons found out of doors in the sample Census Block. IN SHORT, YOU MUST MAKE SURE THAT EVERY PERSON WITHIN YOUR CENSUS BLOCK ON THE FINAL CENSUS NIGHT IS ENUMERATED.

22. Action to be taken in housing units and living quarters other than housing units in respect of which schedules were filled in by the chief occupant at the Preliminary Census

On the evening of the day prior to the Final Census you should re-issue to the chief occupants or other responsible persons the Population schedules which were earlier entered up in respect of these units. They should be requested to take action as follows as early as possible after 6 p.m. on the Final Census night:-

- (a) Cross out, the entries in respect of any person who is not present in the unit on the Final Census night by drawing a line diagonally down the column relating to such person. Particular care should be

(b) Fill in the particulars in respect of any visitor or other person who was not enumerated in the unit at the preliminary census but is present in the unit on the final census night. Particular care must be taken to see that particulars of any child born since the preliminary census entries were made are recorded.

(c) Issue Enumeration Passes to any person present in the unit on the Final Census night who may wish to leave the premises before 12 midnight on some urgent work (A few Enumeration Passes should be issued to the chief occupant for this purpose).

During your round of the Census Block on the Final Census night please call again at these units and collect the completed schedules. Where this is not possible please collect the completed schedules without fail, the next morning. Before leaving, please check the schedules to ensure that the additional entries have been made where necessary, and deletions too have been made where necessary.

Action to be taken in Units in respect of which the Population Schedules have been filled up by you.

When you visit these units on the Final Census night, you should take action as explained in respect of the following categories of persons:-

(a) Persons enumerated in the housing unit at the Preliminary Census:

If any person enumerated at the Preliminary Census is not present at the time of your visit, or has since died cross out the entries relating to that person by drawing a line diagonally down the column relating to him.

(b) Persons not enumerated in the housing unit at the Preliminary Census:

Visitors and any other persons who were not enumerated in the unit at the Preliminary Census, but who are present at the time of your visit on the Final Census night, should be enumerated by you unless they produce Enumeration Passes. Even though a person has been enumerated elsewhere at the Preliminary Census, you should enumerate him again as his entry will be crossed out on the schedule on which

- (c) Enumeration Passes: Before leaving the unit you should enquire whether any person is likely to go out before 12 midnight. If any person is likely to go out, issue him an Enumeration Pass and tell the person to show the pass to any other enumerator who may try to enumerate him.

24. Action to take in non-housing units

Every non-housing unit within your Census Block should also be visited by you on the Final Census night. Every person found there at the time of your visit should be enumerated by you if he does not have an Enumeration Pass to indicate that he has been already enumerated that night.

25. Other action to take during your round of the Census Block on the Final Census night.

During your rounds on the Final Census Night you should also:-

- (a) Enumerate persons who are found out of doors on the Final Census Night. If you meet any person out of doors within your Census Block or even outside it, ask him whether he has an Enumeration Pass as evidence of his having been enumerated. If he has no Enumeration Pass, you should enumerate him and also issue him an Enumeration Pass. Persons, such as beggars and persons with no fixed abode whom you meet on your rounds should also be enumerated, if they have not been already enumerated that night. In these cases no census number need be entered in cage 1 of the schedule.
- (b) Enumerate persons in temporary huts or tents and new buildings not included in the list for your Census Block. Any building, house, hut, shed or other occupied structure which has not been entered on the Pre-listing form for your Census Block e.g. tents, gypsies' huts, or new buildings erected after the Preliminary Census, should also be visited and each person therein enumerated. In these cases no census number need be entered in cage 1 of the schedule. (Please take care to exclude buildings which have been numbered and listed in a neighbouring Census Block).

26. Action after the Final Census

On the morning after the Final Census the following action should be promptly taken by you:-

- (a) You should collect all the Population Schedules from the units from which you may have failed to collect them on the Final Census night.
- (b) All your schedules should be arranged in serial order according to the Census No. of the unit. The additional schedules that were filled in by you personally on the Final night should be placed last and the serial numbering continued.
- (c) You should then place the Pre-listing Form issued to you on top of the Population Schedules and bind them together into a book with the cover provided for the purpose. On this cover enter the particulars such as district, D.R.O. Division, Census Block No. etc.
- (d) You should then serially number in cage 2 all the persons enumerated on the schedules (omitting those whose particulars have been carried out) The last number in this series will give the total population of your block on the Final Census night. It is therefore important that the serial numbering should be done very accurately. Please re-check the serial numbers very carefully.

You should also prepare an abstract for your census block. A form called the "Enumerator's Abstract" is provided for the purpose and it will provide a summary of the population enumerated in the block classified by Sex, Age, Citizenship, Ethnic Group and Religion. When you prepare this abstract you should count the number of persons in each category and enter this in the abstract. The figures entered in the abstract should then be tallied. In the event of any difficulty consult your Supervisor.

- (e) Thereafter please proceed immediately to your Supervisor's headquarters, comply with any further instructions given by him and hand over the schedules to him.